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Chief, Mediterranean Bureau

6 August 1948

Chief, FBIB

Manual of Procedure

1. Reference draft Manual of Procedure transmitted under date 16 July 1948, it is believed undesirable to issue this instruction in its present form. A standard manual for all Bureaus, based upon drafts submitted by Bureau Chiefs, is in preparation at this office and will reach you within a few weeks.

2. The standard manual may be supplemented by instructions pertinent to the peculiar operations of an individual Bureau. It is suggested, however, that such instructions be confined to an outline of standard operating procedure, and not attempt to foresee all errors and malpractices into which employees may fall, and which can be avoided only by constant close supervision.

L. K. WHITE

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